
COMPENSATION DISCLOSURE POLICY

July 2, 2014

1. Purpose

This policy provides a framework for requiring routine disclosure of public service salary, benefit and severance information.

2. Interpretation

(1) In this policy:

- (a) "Base Salary" means the base amount of compensation received by an employee for performance of their employment duties, and does not include any bonus of any kind or any overtime or shift differential;
- (b) "Cash Benefits" means the total amount of direct cash compensation, other than Base Salary, received by an employee for performance of their employment duties;
- (c) "Designated Employee" means an individual described in section 3(2);
- (d) "Minister" means the Minister of Service Alberta or, if at any time there is no Minister of Service Alberta, a minister designated by the President of Treasury Board and Minister of Finance as having responsibility under this policy;
- (e) "Non-cash Benefits" means the total amount or value of indirect and non-cash compensation received by an employee for performance of their employment duties;
- (f) "Termination Allowance" means
 - (i) compensation, exclusive of Base Salary, received by or payable to an employee in lieu of or supplementary to notice of termination of employment, together with
 - (ii) any salary received by or payable to an employee after permanent termination of the employee's employment duties, in which case such payments shall be deemed not to be Base Salary for purposes of this policy; and
- (g) "Threshold Amount" means, in respect of the 2012 and 2013 calendar years, \$100,000; and, in respect of subsequent calendar years, \$100,000 as adjusted cumulatively from year to year by the Alberta Consumer Price Index for all-items as published by Statistics Canada.

- (2) The Controller may issue interpretive bulletins or guidelines in respect of this policy.

3. Application and Scope

- (1) Except as otherwise provided, this policy applies to compensation and Termination Allowance information in respect of the following individuals:

- (a) Deputy Ministers;
- (b) Senior Officials appointed by an Order in Council and paid directly by the Government;
- (c) employees within the office of a minister or the office of the Premier; and
- (d) employees within a department of the Government established under the *Government Organization Act*,

except individuals who, prior to April 23, 2012, ceased to be employees within any of the above classes.

- (2) In respect of any calendar year, "Designated Employee" means an individual described in subsection (1) who in that calendar year:

- (a) received more than the Threshold Amount in Base Salary; or
- (b) received or became contractually entitled to receive a Termination Allowance that will total an amount greater than the Threshold Amount.

- (3) The Deputy Minister of the Executive Council (the "Deputy Minister") may exempt from the application of this policy any information the disclosure of which, in its assessment of the Deputy Minister, could unduly threaten an individual's safety. The Deputy Minister shall periodically report to the Treasury Board regarding the disposition of requests for exemption under this provision.

4. Disclosure Requirements

- (1) Subject to sections 3(3), 5 and 6, the Minister shall:

- (a) disclose, in respect of each Designated Employee, the following information in respect of a calendar year:
 - (i) name;
 - (ii) most recent position or appointment held;
 - (iii) most recent office or department;
 - (iv) amounts of Base Salary, Cash Benefits and Non-cash Benefits;
 - (v) most recent classification;

- (vi) any current contract of employment entered into by the Designated Employee
 - (A) under section 28 of the *Public Service Act*, or
 - (B) where the Designated Employee is described in section 3(1)(a), (b) or (c);
 - (vii) the total amount of any Termination Allowance the individual received or became contractually entitled to receive over one or more calendar years, together with any applicable termination agreement;
- (b) disclose the information set out in subsections (1)(a)(i) to (vi) on or before
 - (i) January 31, 2014 in respect of the 2012 and 2013 calendar years, and
 - (ii) each following June 30, commencing June 30, 2015, in respect of the previous calendar year;
 - (c) disclose the information set out in subsection (1)(a)(vii) on or before
 - (i) January 31, 2014 in respect of the 2012 and 2013 calendar years, and
 - (ii) each following June 30 and December 31 for the preceding six month period;
 - (d) disclose the information under this section in a searchable format on a web portal accessible through the main Government of Alberta website; and
 - (e) provide a link to information about Government of Alberta salary ranges on the web portal referenced in section 4(1)(d).
- (2) Where feasible, the Minister shall obtain financial information for disclosure under this section directly from Government financial systems.
 - (3) A minister of the Crown shall disclose, in respect of each Designated Employee under that minister's administration, all information the Minister requests to comply with this policy.

5. Pre-existing Confidentiality Obligations

The Minister shall exclude from disclosure under this policy information in respect of which the Designated Employee has a contractual or other legal right of confidentiality that was acquired prior to the date of this policy, unless the Designated Employee has waived that right in writing.

6. Excluded Personal Information

In respect of sections 4(1)(a)(vi) and (vii), the Minister shall exclude from disclosure under this policy any information, other than information directly related to compensation or a Termination

Allowance, that in the Minister's assessment would be an unreasonable invasion of privacy of the Designated Employee.

7. Delegation by Minister

The Minister may delegate to officials of the Minister's department or officials of any other department of the Government any functions under this policy.